

Request for Proposals
2007 Migrant Labor Housing Construction Grants
U.S. Department of Labor – Michigan Department of Agriculture

The Michigan Department of Agriculture (MDA) is administering a migrant labor housing construction grant program on behalf of the US Department of Labor (USDOL). Persons and non-profit organizations that are currently or intend to be licensed migrant labor housing operators are eligible to submit an application.

Grants are available on a 50/50 match basis. The maximum grant available is \$15,000 for construction expenditures in excess of \$30,000. Allowable expenditures include living unit construction costs, utility connections, well and septic permits, well and septic installations. Qualifying expenditures on up to two housing units may be used as applicant matching funds. These living units may be located on up to two housing sites. All units included in the application must meet the following eligibility requirements.

To be eligible for a grant, the housing must be:

- **constructed in accordance with winter occupancy standards**
- licensed for occupancy for three years following completion of construction
- provided at low cost or no cost to migrant or seasonal farm workers
- available for at least 50 percent of the growing season, i.e. four to six months

Construction must be initiated after October 1, 2007, and be completed by June 30, 2008. Grant proposals will be reviewed and ranked by staff from MDA and the Michigan Department of Labor and Economic Growth according to the following criteria:

1. total capacity of living units being established with grant assistance
2. proximity to existing and emerging labor markets (commodity expansion)
3. the length of time workers are expected to use the housing
4. housing provider's ability to maintain quality housing

Grant proposals must be postmarked by no later than **October 15, 2007**. All properly submitted applications will be given consideration. Incomplete applications will not be considered for funding. Final funding decisions are the responsibility of MDA.

CONTACTS / SUBMISSIONS

Individuals interested in submitting an application for funding should complete the attached application forms and submit them to:

Michigan Department of Agriculture – ESD
Migrant Labor Housing Grant Proposal
P.O. Box 30017
Lansing, MI 48909

Contact the Lansing Office at (517) 241-1174 or your Migrant Labor Housing Inspector for additional information.

Instructions for Completing the Application

The 2007 Migrant Labor Housing Construction Grant Application is divided into three parts and nine sections. The Grant Application Form provides contact information and information needed to rank grant applications for funding. The Housing Site Plan demonstrates that siting and infrastructure concerns at the proposed housing site have been considered. The Project Timeline and Budget Form provides details on the housing permit, construction, and inspection process. Incomplete applications will not be considered for funding. These three forms are available on pages 4, 5, and 6 of this document.

Section A is used to gather information on individuals applying for grant funding. Only one application per person, partnership, business, or corporation will be considered. Enter the full name of the applicant, the complete street mailing address of the applicant, including the city, state, and zip code. Enter the daytime telephone number(s) where the applicant may be reached. You may enter more than one telephone number.

Section B identifies the location on which the proposed living units will be constructed. If the site where the new construction will occur is currently a licensed migrant labor housing site, enter your "Camp ID" number. If the site has not been licensed during the past three years, leave the "Camp ID" field blank, and give the proposed camp a name for use in future communications. Complete the street address where the proposed housing will be located. If a street address is not available, provide the cross roads closest to the proposed housing location.

Section C pertains to the living unit(s) being proposed for grant funding. Each unit must meet the eligibility requirements of the grant. If the proposed housing is to replace existing housing or existing building are to be removed from the construction site, provide this information. Also indicate if a new water supply or septic system will be installed as a part of the project. Provide the projected beginning and ending dates of construction, construction type, and square feet of the proposed housing. Include an estimate of the total eligible costs associated with the entire housing construction project. This value should correspond to the total off all costs listed on the Project Timeline and Budget Form, sections G through I. Grants may be up to 50% of the value provided in the Est. **Total** Costs line.

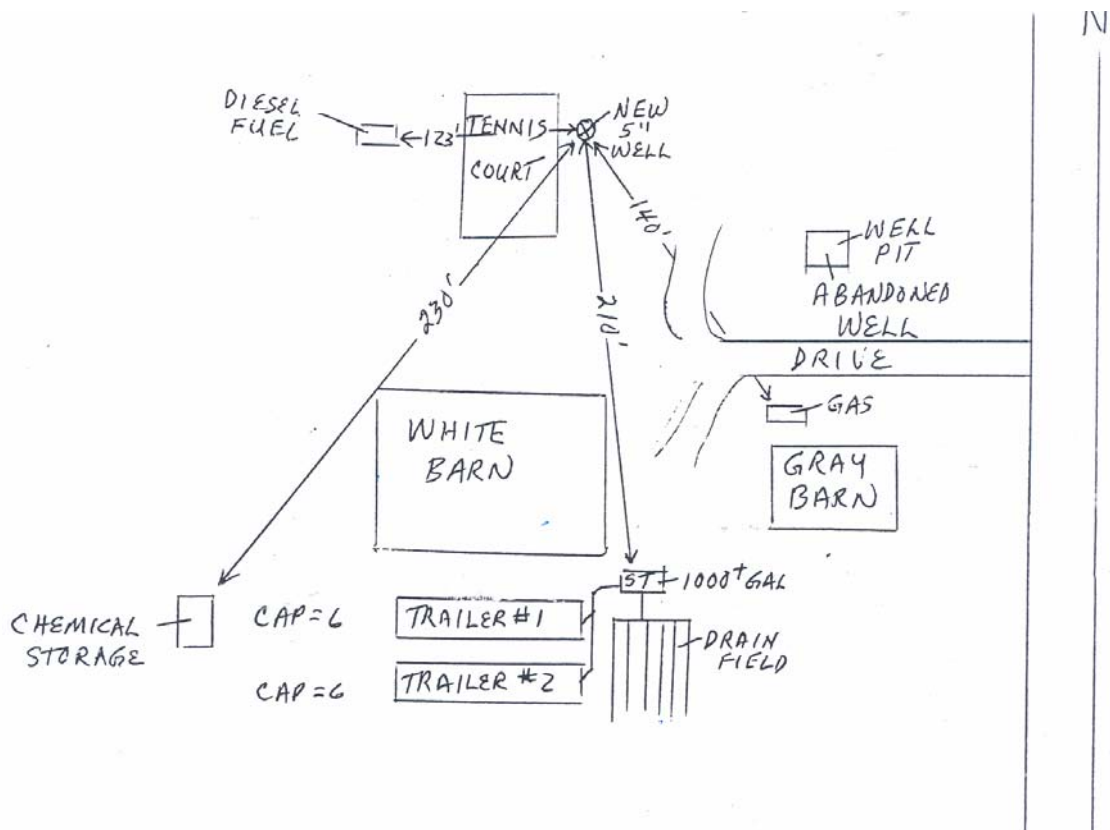
Section D requests an overview of the work available for migrants using proposed grant funded housing. Provide the primary crops workers will be harvesting or processing in this section. Occupancy period need only include expected months of occupancy (June – Nov). If the housing will be utilized during an entire licensed occupancy period, only a single beginning and ending month is needed. However, if the housing will be used for a period early in the season, vacated for a period, and then reoccupied, please provide the expected months the housing will be utilized.

Section E is used for applicant verification, certifying that the information included is accurate.

Section F consists of a site map for the proposed housing location listed in Section B. On the reverse side of the application (or on a separate sheet of paper) draw a site plan depicting where the new housing will be constructed and its location in regard to other buildings, drives, roadways, wells, septic systems, chemical storage, or chemical spray mix

stations, lakes, ponds, streams, lagoons, etc. A hand drawn site plan indicating distances from the housing is acceptable. Attach additional sheets to your application if your proposal includes housing at more than one location.

Following is an example of a site plan.



Throughout sections G, H, and I check the "NA" box if the event is not applicable to the proposed project. These sections are collectively used to provide an estimated timeline to ensure the housing will be in licensable condition prior to June 30, 2008.

Section G If permits are required or septic or water supplies must be evaluated to ensure they have capacity for the proposed housing, record the information here.

Section H is used to provide estimated material, labor, water supply, and septic costs as well as a description of the construction period.

Section I documents anticipated inspection and unit occupancy plans.

Grant Application Form

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Incomplete applications will not be considered for funding. If you have questions, feel free to contact your regional MLH sanitarian

A. Applicant

Name

Street Address

City, State, Zip

Phone Number

B. Construction Location

Camp ID or Name

Street Address

City, State, Zip

C. Housing Construction

Site Evaluation

Housing to be Removed

☐ yes ☐ no

New Water Supply

☐ yes ☐ no

New Septic

☐ yes ☐ no

Permits / Evaluations

☐ yes ☐ no

Begin Construction

End Construction

Number of Units

Single Family

Duplex

Mobile Home

Motel

Total Square Feet

Est. **Total** Costs

D. Work Availability

Crops Produced or Processed	Acreage	Housing Occupancy	
		Begin	End

E. Application Submission and Verification

Signature & Date

Housing Site Plan

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F. Housing Site Features and Infrastructure (see [example site plan here](#)).

If this site has not been previously licensed, include:

County, Township, Section:



Project Timeline and Budget Form			
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Timeline / Event	Month / Year	Cost	NA

G. Permits and Evaluation

Building Permit			<input type="checkbox"/>
Septic System Approval			<input type="checkbox"/>
Water Supply Evaluation			<input type="checkbox"/>
Zoning Approval			<input type="checkbox"/>

H. Site Preparation and Construction

Begin Construction			<input type="checkbox"/>
Removal of existing housing			<input type="checkbox"/>
Construction Materials			<input type="checkbox"/>
Construction Labor			<input type="checkbox"/>
New Water Well			<input type="checkbox"/>
New Septic System			<input type="checkbox"/>
Building Framed In			<input type="checkbox"/>

I. Final Inspections and Occupancy

Plumbing Inspection			<input type="checkbox"/>
Electrical Inspectoin			<input type="checkbox"/>
Mechanical Inspection			<input type="checkbox"/>
Migrant Housing Inspection			<input type="checkbox"/>
Unit Open For Occupancy			